

## PIRTAA3.02C – Make a presentation

**Functional area** PIRFO Trainer & Assessor

**Prerequisites** None

### **Descriptor**

This unit covers the performance outcomes, skills and knowledge to present a training session to participants in PIRFO training and assessment programs

### **Elements**

### **Performance criteria**

#### **1. Prepare a presentation**

- 1.1 Plan and document presentation approach and intended outcomes
- 1.2 Choose presentation strategies, format and delivery methods that match the characteristics of the target audience, location, resources and personnel needed
- 1.3 Select presentation aids, materials and techniques that suit the format and purpose of the presentation, and will enhance audience understanding of key concepts and central ideas
- 1.4 Brief others involved in the presentation on their roles/responsibilities within the presentation
- 1.5 Select techniques to evaluate presentation effectiveness

#### **2. Deliver a presentation**

- 2.1 Explain and discuss desired outcomes of the presentation with the target audience
- 2.2 Use presentation aids, materials and examples to support target audience understanding of key concepts and central ideas
- 2.3 Monitor non-verbal and verbal communication of participants to promote attainment of presentation outcomes
- 2.4 Use persuasive communication techniques to secure audience interest
- 2.5 Provide opportunities for participants to seek clarification on central ideas and concepts, and adjust the presentation to meet participant needs and preferences
- 2.6 Summarise key concepts and ideas at strategic points to facilitate participant understanding

#### **3. Review the presentation**

- 3.1 Implement techniques to review the effectiveness of the presentation
- 3.2 Seek and discuss reactions to the presentation from participants or from key personnel involved in the presentation
- 3.3 Utilise feedback from the audience or from key personnel involved in the presentation to make changes to the central ideas presented

## Evidence guide

Each unit of competency has an evidence guide that relates directly to the performance criteria. Its purpose is to guide assessment of the unit in the workplace and/or training program. The following components provide information to assist this purpose.

### Required knowledge

The essential knowledge and understanding a person needs to perform work to the required standard include:

- Principles of effective communication
- Range of presentation aids and materials available to support presentations
- PIRFO program and subject matter of the presentation
- Data collection methods that will support review of presentations
- Key provisions of relevant legislation that may affect aspects of the presentation, such as:
  - ✓ anti-discrimination legislation;
  - ✓ ethical principles;
  - ✓ codes of practice;
  - ✓ privacy laws;
  - ✓ environmental issues; and
  - ✓ occupational health and safety.

### Required skills

The essential skills a person needs to perform work to the required standard include:

- Facilitation and presentation skills to communicate central ideas of a message in an informative and engaging manner, and to utilise verbal and non-verbal techniques to sustain participant engagement
- Using presentation aids and materials effectively to assist in the presentation
- Culturally appropriate communication skills to relate to people from diverse backgrounds and people with diverse abilities

- Preparing presentation information
- Writing in a range of styles for different target

audiences Numeracy skills used for:

- Timing a presentation

### Critical aspects of competence

Assessment must confirm the ability to make a presentation to a group of PIRFO Observers or Debriefers and include:

- Preparation, delivery and evaluation of the effectiveness of at least two presentations related to the PIRFO training programme
- Knowledge of the principles of effective communication

## **Context of assessment**

Assessment can be conducted at the workplace or in a simulated training environment though ideally some assessment of presentation at a training session would take place in the workplace

## **Method of assessment**

The following assessment methods are suggested:

- Candidate making a presentation at two training sessions (real or simulated) of at least 45 minutes duration each that follow a presentation process developed by the candidate
- Written or oral short answer questions to assess underpinning knowledge
- Examples of presentations, reports and other documentation completed by the candidate
- Third-party reports, including reports from PIRFO program trainers

## **Interdependent assessment of units**

This unit can be assessed in conjunction with other units relating to PIRFO training, especially the units PIRTAA3.01A and PIRTAA3.03A.

## **Resources required for assessment**

Resources may include:

- Practical assessment checklist
- Written examination/s and marking sheet/s
- Oral questions and model answers
- Practical assessment resources (eg. multimedia projector, whiteboard, DVD player)